MANUAL FOR

COLLECTION DEVELOPMENT AND ASSESSMENT

FOR SMALL PUBLIC LIBRARIES

Volume Two

COLLECTION ASSESSMENT

Alberta
CULTURE AND MULTICULTURALISM

91-06885/

MANUAL FOR

COLLECTION DEVELOPMENT AND ASSESSMENT

FOR SMALL PUBLIC LIBRARIES

Volume Two
COLLECTION ASSESSMENT

Alberta
CULTURE AND MULTICULTURALISM

Library Services

Volume 2 - Material was compiled using the concept of "A Bare Bones Adult Nonfiction Collection for Small Vermont Public Libraries" prepared by Marianne K. Cassell.

Published by:

Alberta Culture and Multiculturalism
Library Services Branch
16214 - 114 Avenue
Edmonton, Alberta
T5M 2Z5
(403) 427-2556
Envoy: ILL.AECLS
Fax: 422-6519

CONTENTS

Volume Two

Collection Assessment

Introduction 1

000 Generalities 3

100 Philosophy and Related Disciplines 5

200 Religion 7

300 Social Sciences 9

400 Language 13

500 Pure Sciences 14

600 Technology (Applied Sciences) 17

700 The Arts 22

800 Literature 27

900 Geography and History 30

INTRODUCTION

Volume One of this manual dealt with the whole process of collection development in a public library, from a discussion of what collection development is, right through to the development of a non-book collection. Volume Two will now give you a hands-on method for assessing your adult nonfiction collection.

Public libraries in small towns throughout Alberta reflect the diversity of their communities through the programmes they offer, their hours of opening, and their collections. Surprisingly, perhaps, library collections in Alberta, and across Canada, have more similarities than differences, and it is possible to outline a bare bones collection which is recommended for any library.

That is what has been done in this collection assessment manual. It is intended to assist staff in small public libraries in collection development of adult nonfiction, by advising them on subject areas which should be considered. Some suggestions are made on titles to purchase or to keep, and advice given on what to discard or replace. Recommendations are made on two levels: subjects and books important for every library, no matter how small, and considerations for larger small libraries, serving communities of over 5,000 population.

Some basic principles are to be followed:

- No matter how popular a book has been it should be discarded when it is worn out. If it cannot be replaced, it should be borrowed on interlibrary loan until a similar work can be found.
- Many small libraries receive hundreds of donations annually from local residents cleaning house. Each donation should be reviewed as to its value for the collection. If it is out of date, in poor condition, or unlikely to be used, it should not be added to your collection.
- Providing out of date, and consequently incorrect information is worse than providing none. If you cannot replace out-of-date titles, they should still be removed from your collection. Requests can be filled through interlibrary loan until you find the means to update a particular subject area. Except for titles that are regarded as classics in their field, most non-fiction works should be kept no longer than ten to fifteen years. Many are no longer useful after five years.
- Any book that has not circulated in five years should be considered for discard. Libraries with a shortage of shelf space should be even more stringent, setting a limit of two to three years.

This list is organized according to the Dewey Decimal Classification, 11th Abridged Edition. Variations in classification numbers may occur in individual libraries depending on which edition of the Dewey Decimal Classification has been used, and depending on the subjective judgment of the cataloguer. The titles (some may be out of print) and authors recommended are intended as guidelines, and most libraries will have many other titles that, after review, will prove worth holding on to. The important part of collection assessment is exactly that -- reviewing each book in your collection for its usefulness to your library.

To evaluate your adult nonfiction collection in terms of coverage, the need for more material, and the need to weed, take this manual and your shelf list to your library shelves and check your holdings against the information provided. Complete one Dewey classified section at a time. Identify and note strengths and weaknesses or gaps in each section of your collection. This will help you plan your collection development strategy.

000 GENERALITIES

Although this section is usually small, it includes important reference materials which should be kept up-to-date. Most titles should be no more than five years old.

The following subjects should be considered:

001.6 DATA PROCESSING - Information on computers is an area where currency is of the utmost importance so keep nothing over five years old. Computer magazines may be helpful in providing up-to-date information.

001.9 CONTROVERSIAL KNOWLEDGE - UFOs, Loch Ness monster, Ogopogo, Sasquatch, etc. Books in this area do not date as quickly. A useful Canadian title is Canada's Monsters by Betty Garner.

011 GENERAL BIBLIOGRAPHIES - Larger libraries should consider the Wilson catalogues, including The Public Library Catalog, The Fiction Catalog, and The Children's Catalog.

015 BIBLIOGRAPHIES AND CATALOGS OF WORKS FROM SPECIFIC PLACES - Canadian Books in Print, Books in Print, preferably no more than two years old for use in ordering and interlibrary loan. The Subject Guides are useful for a longer period.

025.4 LIBRARY OPERATIONS, SUBJECT ANALYSIS AND CONTROL - Abridged Dewey Decimal Classification and Relative Index, Sears List of Subject Headings, and the Sears Canadian Companion, for libraries doing their own cataloguing.

030 GENERAL ENCYCLOPEDIC WORKS - Try to keep these current within five years. Examples are World Book, and The Canadian Encyclopedia.
- Larger libraries should have one or two others such as The New Encyclopedia Britannica, or Academic American. Guides such as Encyclopedia Buying Guide may be available through interlibrary loan.

031 AMERICAN ENCYCLOPEDIC WORKS - Guinness Book of Records, the more recent the better.
- Larger libraries should consider The People's Almanac #1 - 3, and/or The People's Almanac Presents the Book of Lists #1 - 2.

050 GENERAL SERIAL PUBLICATIONS AND THEIR INDEXES - Larger libraries should subscribe to Readers' Guide to Periodical Literature or Abridged Readers' Guide to Periodical Literature, and should consider Canadian Periodical Index.

060.4 GENERAL RULES OF ORDER - Robert's Rules of Order or whatever rules are followed by the organizations in your community.

081 GENERAL COLLECTIONS - AMERICAN (includes U.S. and Canada) - Colombo's Canadian Quotations.

100 PHILOSOPHY AND RELATED DISCIPLINES

This collection should include overviews of the history of philosophy and psychology, and also information on current trends of thought.

The following subjects should be considered:

109 HISTORICAL TREATMENT OF PHILOSOPHY - Bertrand Russell's Wisdom of the West or Doubleday Pictorial Library of the Growth of Ideas or similar title.

128 HUMANKIND - On Death and Dying by E. Kubler-Ross is the classic in the field.

133 PARAPSYCHOLOGY AND OCCULTISM - Include one or two titles each on astrology, witchcraft and ghosts.
- Larger libraries may want more titles for each and also books on reincarnation, extrasensory perception and spiritualism as demand warrants. Popular authors in this area include Edgar Cayce, Ruth Montgomery, Linda Goodman, Daniel Cohen, and Jess Stearn.

150 PSYCHOLOGY - Larger libraries may want popular works of psychologists such as Freud, Jung, and Skinner.

154.6 SLEEP PHENOMENA - Larger libraries may have demand for books on interpretation of dreams, such as Derek Parker's Dreaming: an Illustrated Guide to Remembering and Interpreting Your Dreams.

155.2 HANDWRITING ANALYSIS - Borrow through interlibrary loan to meet occasional demand.

155.3 SEX PSYCHOLOGY - Recent works on sexuality, such as Masters and Johnson on Sex and Human Loving.

155.4 CHILD PSYCHOLOGY - Burton White's The First Three Years of Life.

155.6 PSYCHOLOGY OF VARIOUS SPECIFIC CLASSES OF ADULTS - Many "pop" psychology titles about men and women and their interaction are published each year, but few are of lasting interest. Keep up with the most popular by purchasing paperback copies, and discard after two or three years.

158 APPLIED PSYCHOLOGY - Recent self help books, especially in paperback.

170 ETHICS - A range of views on current ethical questions kept recent within five to eight years, such as euthanasia and genetic engineering (174), sex and reproduction (176), and abortion (179).

200 RELIGION

This collection should reflect the religious activity in your community. Information should be available on all the religions practised (usually happily donated by local churches). It is important to keep a balance, so that all faiths are fairly represented.

Even the smallest libraries also need information on other world religions, and some inspirational reading.

Many of the books in this area do not date quickly and can be kept for up to twenty years. However, try to keep up with new trends and theories, purchasing popular inspirational reading in paperback.

The following subjects should be considered:

203 DICTIONARIES, ENCYCLOPEDIAS, CONCORDANCES OF CHRISTIANITY - Not essential, but useful where demand warrants. A good one is The Concise Oxford Dictionary of the Christian Church.

220 BIBLE - A handbook to the Bible, such as Eerdmans' Handbook to the Bible, and several versions of the Bible, including at least one in modern day language, and any that are used by churches in your community.
- For larger libraries, a concordance such as James Strong's The New Strong Concordance of the Bible.

232 JESUS CHRIST AND HIS FAMILY, CHRISTOLOGY - A biography of Jesus written within the past twenty years. One example is Malcolm Muggeridge's Jesus: the Man Who Lives.

242 DEVOTIONAL LITERATURE - The Oxford Book of Prayers is useful. Many churches have their own collections of devotional material.

248 CHRISTIAN EXPERIENCE, PRACTICE, LIFE - Several titles by authors like Jean Vanier, C. S. Lewis, Thomas Merton, Norman Vincent Peale, and Mother Teresa.

280 DENOMINATIONS AND SECTS OF CHRISTIAN CHURCH - Books on Christian religions practiced in your community, such as Catholicism, Protestantism, Mormonism, Christian Science, Jehovah's Witnesses, and the Hutterites.

291 COMPARATIVE RELIGION - At least one title on other world religions, such as Richard Cavendish's The Great Religions.

292 CLASSICAL (GREEK AND ROMAN) RELIGION - An anthology such as Edith Hamilton's Mythology, a compilation like Greek Myths by Robert Graves, and A Dictionary of Greek and Roman Mythology by Michael Stapleton.
- Larger libraries should have coverage of Norse and Oriental myths as well.
- Communities where Buddhism (294.3), Hinduism (294.5), Judaism (296), Islam (297) or other religions are practised should have individual works on them.

300 SOCIAL SCIENCES

It is difficult to keep up with the specific requests for titles in this subject area, and many small libraries will have to rely on interlibrary loan.

All libraries should have some basic reference titles in the Social Sciences, and should keep them current within five to ten years.

The following subjects should be considered:

301 SOCIOLOGY - Larger libraries may find a book on introductory anthropology useful.

302 SOCIAL INTERACTION - A number of "pop" sociology titles come out every year. Keep up with the most popular in paperback and discard after five years at the most.

304.2 HUMAN ECOLOGY - Dozens of new titles are appearing each year in this field. Expect interest to be high and buy accordingly, concentrating on Canadian titles like The Earth Report: the Essential Guide to Global Ecological Issues. Keep current within five years.

305.2 SOCIAL STRATIFICATION (SOCIAL STRUCTURE) - AGE LEVELS - Several titles on the stages of life, including adolescence, retirement, and old age.
- Larger libraries should have Ourselves Growing Older by Paula Doress.

305.3 MEN - Titles such as Gatley and Koulack's Single Father's Handbook or In a Man's World by Perry Garfinkel.

305.4 WOMEN - Titles such as The Feminist Takeover by Betty Steele or The Creation of Patriarchy by Gerda Lerner.

305.8 RACIAL, ETHNIC, NATIONAL GROUPS - Profiles: Ethno Cultural Groups in Alberta, produced by Alberta Culture, Cultural Heritage.

306 CULTURE AND INSTITUTIONS - One or two titles on primitive civilizations such as Timothy Severin's The Horizon Book of Vanishing Primitive Man and related publications from National Geographic.

306.7 INSTITUTIONS PERTAINING TO RELATIONS OF THE SEXES - At least one title on incest and one on homosexuality.

306.8 MARRIAGE AND FAMILY - At least one title on divorce, especially on coping strategies, and one on the single parent family.

310 STATISTICS - The latest edition of The Canadian World Almanac and Book of Facts should be in every library.
- For larger libraries, The Statesman's Year-Book, published within the past two years.

317.1 GENERAL STATISTICS OF CANADA - The Canadian Almanac and Directory is expensive but essential. Keep current within two years.

320 POLITICAL SCIENCE - While libraries should attempt to make available popular titles on the latest political issues, these books are often of short-term interest. This includes memoirs of current political figures, commentaries on election campaigns, and books by journalists such as Charles Lynch and Alan Fotheringham. When possible, buy them in paperback or borrow on interlibrary loan. Works by or about local political figures are likely to be of more lasting interest and should be kept for up to ten years. Use The Canadian Encyclopedia for past political events and personages.

320.971 CANADIAN GOVERNMENT - Robert Dawson's classic The Government of Canada or Government in Canada by Thomas Hockin.
- Larger libraries should consider How Are We Governed in the '90s by John Ricker.

323 RELATION OF STATE TO ITS RESIDENTS - The Charter of Rights and Freedoms; A Guide for Canadians, available free from the Federal Government.

324 THE POLITICAL PROCESS - A title on elections, such as Anthony Gargrave's How to Win an Election.

328 LEGISLATION - Larger libraries should consider How Parliament Works by John Bejermi.

330 ECONOMICS - Avoid American publications in this subject area as a rule, since Canadian economics is quite different, and there is plenty of Canadian material available.
- One or two titles on the Great Depression, such as James Gray's The Winter Years.
- For larger libraries, David Crane's A Dictionary of Canadian Economics.

331.7 LABOR BY INDUSTRY AND OCCUPATION - For very small libraries, vocational guidance information may be best left to the high school libraries, where demand is greatest and time and money are spent to keep current.

- Larger libraries can keep up-to-date with Occupational Profiles, available from Alberta Advanced Education, and/or Careers Canada, available from Employment and Immigration Canada.
- Job-hunting skills are usually covered in 650.1.

332.024 PERSONAL FINANCE - Several titles by Canadian investment advisers like Henry Zimmer, Brian Costello, Mike Grenby, Gordon Pape, Dian Cohen and David Ingram. These authors revise their books regularly and you should replace them at least every two to three years. Most libraries should have a recent copy of The Delaney Report on RRSPs by Tom Delaney, a general guide to financial planning such as The Touche Ross Canadian Guide to Personal Financial Management and a book on mortgages, such as Richard Steacy's A Practical Canadian Mortgage Guide or The Perfect Mortgage by Alan Silverstein.

333.7 UTILIZATION OF NATURAL RESOURCES - Included here should be important town or district publications, such as land use bylaws and zoning maps.

336.24 INCOME TAXES - The most recent edition of a tax guide such as Touche Ross's Tax Tips.

338 PRODUCTION - For larger libraries, A Guide to Government Grants in Alberta.

340 LAW - An introduction to the law such as The Layman's Law Book and specific titles such as those put out by Self Counsel Press on small claims court, divorce in Alberta, fighting traffic tickets, and landlord/tenant rights, as demand warrants. Libraries should consider standing orders with Self Counsel Press to ensure that new editions are received as published.
- For larger libraries, a criminal code such as Snow's Annotated Criminal Code.

342 CONSTITUTIONAL AND ADMINISTRATIVE LAW - A commentary on the Canadian constitution, and such Alberta acts and statutes as are in demand. If there is a provincial court in your community, queries can be referred to the court library.

346 PRIVATE LAW - Guides to private law such as those published by Self Counsel Press on writing wills and setting up a business in Alberta.

352 LOCAL GOVERNMENTS - Copies of important town or district documents, such as noise and animal control bylaws, census reports, and planning and development guidelines.

355 MILITARY ART AND SCIENCE - Two or three titles on military equipment, such as Ian Hogg's An Illustrated History of Military Vehicles. These are sometimes found in 623.7.

362 SOCIAL WELFARE PROBLEMS AND SERVICES - One or two titles each on alcoholism (362.2), drug abuse (362.2), child abuse (362.8), and family violence (362.8).
- Larger libraries need at least one book on adoption (362.7).

363.2 POLICE SERVICES - For larger libraries, a history of the RCMP.

364 CRIMINOLOGY - Purchase popular true crime stories in paperback and discard as use diminishes.

370 EDUCATION - A title on how to succeed, and how to help your child succeed in school, a book on how to study, and a recent title on learning disabilities.
- Libraries in areas mentioned in his books should keep John Charyk's collections of Alberta school stories.

378 HIGHER EDUCATION - The most recent issues of calendars for post-secondary institutions in your area, and for Athabasca University.

385 RAILROAD TRANSPORTATION - Pierre Berton's railway trilogy.

391 COSTUME - At least one illustrated history of costume.

392 WEDDINGS - The most recent edition of Your Wedding, published by Clarke Irwin.

394.2 GENERAL CUSTOMS - SPECIAL OCCASIONS - At least one title on how Christmas is celebrated around the world.
- Larger libraries should have a book on special holidays around the world, such as A Dictionary of Days by Leslie Dunkling.

395 ETIQUETTE - A standard etiquette guide such as The New Emily Post's Etiquette, or a more modern title like Miss Manner's Guide to Raising Perfect Children. Discard anything over ten years old.

398.2 FOLKLORE - FOLK LITERATURE - Elizabeth Clark's Indian Legends of Canada.
- For larger libraries, Folklore of Canada by Edith Fowke.

400 LANGUAGE

Most small libraries have only a handful of books in this area. Two of these books should be dictionaries -- one all-purpose dictionary which includes word origins, such as Webster's Third New International Dictionary, and one French-English/English-French dictionary. Larger libraries should have an additional paperback edition of each type available for loan.

Depending on your community, you may need other language dictionaries. If budget allows, a good illustrated children's dictionary will be used by both children and adult learners.

Most libraries will have demand for instructional books on French and, for travellers to Mexico, Spanish. The Berlitz Self-Teacher series is recommended. Requests for more in-depth instruction, and other languages may be filled through interlibrary loan.

All libraries should have a guide to grammar and modern usage, such as Edward D. Johnson's The Handbook of Good English, and a copy of Roget's Thesaurus published within the past ten years.

Larger libraries will find a sign language manual or dictionary useful.

500 PURE SCIENCES

This is a well used collection in most libraries and should be kept updated to remain relevant to current needs.

The following subjects should be considered:

500 NATURAL HISTORY - An overview of science such as Asimov's New Guide to Science.

503 DICTIONARIES, ENCYCLOPEDIAS, CONCORDANCES - Larger libraries might consider a one volume encyclopedia such as Van Nostrand's Scientific Encyclopedia which should be updated regularly.

508 TRAVEL AND SURVEYS - Surveys of natural history such as R. D. Lawrence's The Natural History of Canada, Ben Gadd's Handbook of the Canadian Rockies, and A Nature Guide to Alberta produced by the Provincial Museum of Alberta.

520 ASTRONOMY AND ALLIED SCIENCES - A field guide to stars and planets. Terrence Dickinson's Nightwatch is a good basic manual.

537 ELECTRICITY AND ELECTRONICS - Most demand for this subject will be met in 621.38.
- Larger libraries will find an up-to-date edition of Bernard Grob's Basic Electronics useful.

549 MINERALOGY - A field guide such as Pough's A Field Guide to Rocks and Minerals, Simon and Schuster's Guide to Rocks and Minerals, or Audubon Society Field Guide to North American Rocks and Minerals.

550 SCIENCES OF THE EARTH AND OTHER WORLDS - Basic information on volcanoes, earthquakes, oceans, deserts, and meteorology. National Geographic often publishes good titles in this area. The Face of Time is a Western Canadian classic.

560 PALEONTOLOGY, PALEOZOOLOGY - All libraries need information on dinosaurs and fossils, but in Alberta the need is greater than in some other areas. Simon & Schuster's Guide to Fossils is a good basic field guide. Keep up with Canadian publications on dinosaurs, such as Dinosaur Country by Renie Gross and Dinosaurs and How They Lived by Steve Parker.

573.2 ORGANIC EVOLUTION AND GENETICS OF HUMANKIND - Recent titles on theories of human origins.

574 BIOLOGY - Include recent works on ecology and geographical treatments of biology, e.g. wildlife of prairie grasslands, deserts, etc. Interest in and concern for the environment have resulted in increased demand for and availability of titles on the earth and its future. This is an area to concentrate on building up in the 1990s. See also 304.2 Human Ecology.

579 COLLECTION AND PRESERVATION OF BIOLOGICAL SPECIMENS - At least one title, such as Home Book of Taxidermy and Tanning by Gerald Grantz or Nadine Roberts' The Complete Handbook of Taxidermy.

581 BOTANY - Field guides to local flowers and plants, such as Hosie's Native Trees of Canada, Cormack's Wildflowers of Alberta, Scotter's Wildflowers of the Canadian Rockies. - Larger libraries may want at least one title each on mushrooms and edible plants and a more complete guide such as Budd's Flora of the Canadian Prairie Provinces.

591 ZOOLOGY - As this is always a popular subject, even the smallest libraries will want books on a wide variety of animal life. Especially recommended are titles dealing with Canadian indigenous species.

591.2 PATHOLOGY OF ANIMALS - At least one title on endangered species, such as Doomsday Book of Animals by David Day.

591.5 ECOLOGY OF ANIMALS - One title on animal tracks, such as Olaus Murie's A Field Guide to Animal Tracks.

594 MOLLUSKS AND MOLLUSK-LIKE ANIMALS - At least one title on sea shells and shellfish.

595.4 SPIDERS - One title.

595.7 INSECTS - One field guide to butterflies of North America and one for insects.

597 COLD-BLOODED VERTEBRATES - Freshwater Fishes of Canada and at least one title on sharks.

597.6 AMPHIBIANS - Barbara Froom's Amphibians of Canada.

597.9 REPTILES - At least one book on snakes.

598 BIRDS - W. Ray Salt's Birds of Alberta and a general field guide to birds of North America. Larger libraries should also have W. Earl Godfrey's The Birds of Canada.

599 MAMMALS - Candace Savage's Wild Mammals of Western Canada and a wide selection of titles on a variety of mammals, especially whales, bears, and other Canadian species. Include works by Alberta and Canadian authors like Andy Russell and Farley Mowat.
- Larger libraries should include more detailed works like A. W. F. Banfield's The Mammals of Canada.

600 TECHNOLOGY (APPLIED SCIENCES)

Technology develops and changes so quickly that it is difficult to keep up with in the library. In the 600s try to weed anything over five years old except historical treatments or proven classics.

The following subjects should be considered:

609 HISTORICAL AND GEOGRAPHICAL TREATMENT - A general encyclopedia will suffice for most information on inventions, but The Canadian Inventions Book by J. Nostbakken is a useful extra.
- Larger libraries might want The Way Things Work published by Simon & Schuster.

610.3 MEDICAL SCIENCES, MEDICINE - DICTIONARIES - There are a number of reliable dictionaries, of which Black's Medical Dictionary is one of the best known.

611 HUMAN ANATOMY, AND CELL AND TISSUE BIOLOGY - Gray's Anatomy of the Human Body is the standard title but any good anatomy book will do.

612 HUMAN PHYSIOLOGY - Up-to-date information on how the human body works, including specific titles on the brain, the heart, the digestive system, etc.

613 GENERAL AND PERSONAL HYGIENE - Titles like The Book of Health by the American Health Foundation, and for women, The New Our Bodies, Ourselves. Also consider specific works for teens and seniors.

613.2 DIETETICS - Try to keep up with new fads in paperback, and discard when popularity wanes, e.g. current diet books.

613.7 PHYSICAL FITNESS - This important area is also subject to fads. Basic information on fitness should be available as well as manuals for yoga, aerobics, and other fitness programmes.

613.8 ADDICTIONS - Titles no more than five years old on drug addiction, alcoholism, and smoking (especially how to quit).

613.9 FAMILY PLANNING AND SEX HYGIENE - Recent titles on reproduction, contraception, and various aspects of sex, such as Eric Johnson's Love and Sex in Plain Language. Sex education for children is now usually placed in 649.

615 PHARMACOLOGY AND THERAPEUTICS - A guide or directory of prescription and nonprescription drugs, such as The People's Pharmacy by Joe and Teresa Graedon.

616 DISEASES - The Better Homes and Gardens New Family Medical Guide is a good overview for the smallest libraries. Have books about specific diseases as needed, including heart disease, diabetes, cancer, allergies, mental illness, venereal diseases, especially AIDS. David Suzuki's David Suzuki Talks About AIDS is a recommended title.
- Larger libraries will need individual titles on at least the diseases listed above.

616.02 FIRST AID AND DOMESTIC MEDICINE - Larger libraries will find an up-to-date Merck Manual of Diagnosis and Therapy useful.

617 SURGERY AND RELATED TOPICS - For communities where athletics are important, a title on sports injuries and medicine.

618 GYNECOLOGY AND OBSTETRICS - A variety of approaches on preparation for and choices in childbirth should be available.

618.92 PEDIATRICS - At least one title on childhood diseases, such as the Child Health Encyclopedia produced by the Boston Children's Medical Centre.
- Larger libraries need books on allergies and hyperactivity in children.

618.97 GERIATRICS - All libraries face growing demand for titles on health for the over fifties population. Examples are Over 55: a Handbook on Health and S. Miller's Lifespan Plus: the Definitive Guide to Health and Well Being for the Rest of Your Life.

621.381 ELECTRONIC ENGINEERING - Handbooks and books of electronics projects such as those put out by TAB books.

621.4 HEAT ENGINEERING AND PRIME MOVERS - Recent titles on wind, heat and solar energy. Water energy (hydraulic power) is usually found in 621.2.

621.43 INTERNAL-COMBUSTION ENGINES AND PROPULSION TECHNOLOGY - A manual on servicing small engines such as lawn mowers, chain saws, generators. TAB's How to Repair Small Gasoline Engines is an example.

629.13 AERONAUTICS - The Smithsonian Book of Flight gives a very complete history of flight.
- Larger libraries should have G. A. Fuller's 125 Years of Canadian Aeronautics.

629.2 MOTOR LAND VEHICLES, AND CYCLES - There is always demand for car and truck repair manuals and buying guides. The Chilton manuals are among the most complete for libraries that can afford to keep them up-to-date. Reader's Digest Motoring Reference Manual, Canadian Driver's Handbook is a good general handbook on driving, buying and selling a car, maintenance and repair. Lemon-Aid: New Car Guide and Lemon-Aid: Used Car Guide by Phil Edmonston are inexpensive and should be purchased annually.
- Larger libraries need manuals for motorcycles, snowmobiles, and bicycles.

629.4 ASTRONAUTICS - Several histories of space exploration and manned flight are available.
- Larger libraries should have Theodore Hartz's Spacebound, on Canada's contribution to space technology.

630 AGRICULTURE AND RELATED TECHNOLOGIES - Grant MacEwan's Illustrated History of Western Canadian Agriculture and other agriculture histories by MacEwan and James Gray should be available. Contact your district office of Alberta Agriculture for information on free material.

635 GARDEN CROPS (HORTICULTURE) - Look for local titles such as Brian Andrews' Northern Gardens and Roger Vicks' Gardening on the Prairies. Also needed are several titles on greenhouses and houseplants.
- Larger libraries may have demand for books on hydroponics or other topics.

636 ANIMAL HUSBANDRY AND PETS - All libraries should be able to meet requests for information on small pets such as rabbits, guinea pigs, and gerbils. A good overall title is Great Pets by Sara Stein.

636.1 HORSES - Titles on breeds, training and care. Examples are The Complete Book of the Horse published by Hurtig, and John Gorman's The Western Horse.

636.6 BIRDS - S. Gerstenfeld's The Bird Care Book.

636.7 DOGS - Titles on breeds, training, and care, including The Canadian Kennel Club Book of Dogs. Small libraries may borrow books on specific breeds through interlibrary loan.

636.8 CATS - Titles on breeds, training, and care, such as The Complete Book of Cat Health, and Harper's Illustrated Handbook of Cats.

639 NONDOMESTICATED ANIMALS AND PLANTS - At least one title on trapping, hunting, and tanning. These may also be found in 579 and 799.2.

639.3 FISH CULTURE - A title on tropical fish varieties and aquarium care.

640 HOME ECONOMICS AND FAMILY LIVING - Reader's Digest's Back to Basics will answer hundreds of questions like how do you smoke fish or make sausage. Most libraries will find a consumer guide useful, such as those put out annually by Canadian Consumer and Consumer Reports. Alberta Consumer and Corporate Affairs publications including Consumer Tips should be kept up-to-date.

641.1 APPLIED NUTRITION - Jane Brody's Nutrition Book by Jane E. Brody is a good book for any library.

641.5 COOKERY - A wide variety of cookbooks should be available, including a selection of recent titles presenting new trends in cuisine. Have two or three titles each on microwave cooking, cake decorating, canning, and preserving. Local cookbooks are often in demand and are usually worth purchasing. An all-purpose cookbook which has sections on menu planning, nutrition, and entertaining is a requirement. Irma Rombauer's Joy of Cooking is a good example.
- Larger libraries should have an assortment of ethnic cookbooks reflecting local interest and also titles on cooking for special needs, such as diabetes, allergies, low salt and low cholesterol diets. The American Cancer Society Handbook and The Lighthearted Cookbook by Anne Lindsay are two examples.

643 HOUSING AND HOUSEHOLD EQUIPMENT - The Reader's Digest Fix-It Yourself Manual is a good basic manual. The Sunset books on a variety of home repair and renovations topics are inexpensive and popular.

646.2 SEWING AND RELATED OPERATIONS - One all-purpose book less than ten years old will probably suffice. The Reader's Digest Complete Guide to Sewing is an example.

646.7 MANAGEMENT OF PERSONAL AND FAMILY LIVING - Keep up with fads on personal grooming by buying paperbacks. Keep nothing more than ten years old.

649 CHILD REARING - There are hundreds of titles available on parenting. Try to have several good basic titles, such as Rudolph Dreikurs' Children the Challenge, and titles by Frank and Theresa Caplan, Berry Brazelton, and Penelope Leach. Ellen Roseman's The Canadian Parents Sourcebook is very useful. Several books each on breastfeeding, sex education, dealing with adolescence, and discipline should also be available.

- Larger libraries should consider the year by year guides by Louise Ames, beginning with Your One Year Old.

650.1 PERSONAL SUCCESS IN BUSINESS - One or two basic books on preparing resumes and preparing for job interviews.
- Larger libraries may have demand for Richard Bolles' What Color is Your Parachute? a Practical Manual for Job-Hunters and Career-Changers.

652.3 TYPING - Essential as word processor and computer use becomes more widespread.

657 ACCOUNTING (including bookkeeping) - Especially for small businesses. Self-Counsel Press has several good publications including Basic Accounting for the Small Business by Clive Cornish.

658 GENERAL MANAGEMENT - Self-Counsel Press is again a good source. Also recommended is The Complete Canadian Small Business Guide by Douglas Gray.

683.4 SMALL FIREARMS - A general title on handguns and a recent edition of The Shooter's Bible should be sufficient. Borrow more specific titles through interlibrary loan.

684 FURNISHINGS AND HOMEWORKSHOPS - The Sunset books on a variety of topics will be well used.

690 BUILDINGS - The Sunset books will meet demand in this area also.
- Larger libraries should consider investing in a copy of Architectural Graphic Standards by the American Institute of Architects which is of great use to people involved in the construction industry, as well as to amateur home renovators. It may be classified in 721. The Apple Corps Guide to the Well-Built House by Jim Locke is also a good title.

697 HEATING - Have available a few recent titles on energy saving tips and alternative heating methods such as solar energy and woodstoves.

698 DETAIL FINISHING - Look again to the Sunset books for inexpensive titles on painting and wallpapering.

700 THE ARTS

Most small libraries find that the 700s area is heavily used. With the exceptions noted below, materials in this area do not date quickly and can be kept until worn out if they are being used regularly.

The following subjects should be considered:

709 HISTORICAL AND GEOGRAPHICAL TREATMENT OF FINE AND DECORATIVE ARTS - H. W. Janson's History of Art is a good overview from prehistoric times to today, as is Frederick Hartt's Art. Have one or two works on Inuit and native Indian art.
- For larger libraries, a survey of modern art, and information on local artists, such as Artists of Alberta by S. D. Baker.

712 LANDSCAPE DESIGN - Try to include materials specifically directed at the western Canadian climate, such as Alberta Agriculture's Landscaping Alberta Yards.

720.9 ARCHITECTURE - HISTORICAL AND GEOGRAPHICAL TREATMENT - For larger libraries, one general history written within the last fifteen years. Both The Book of Buildings by R. Reid, and Architecture from Prehistory to Postmodernism by Marvin Trachtenberg present a good overview.

728 RESIDENTIAL BUILDINGS - HOUSE PLANS - Much of the demand can be met through inexpensive magazines.

736 CARVING AND CARVINGS - One title on whittling or woodcarving, and if demand warrants, on carving wooden duck decoys (sometimes classified in 745.593).

737.4 COINS - An encyclopedia of world coins is useful for identification purposes. Catalogues, such as Coins of Canada by J. A. Haxby, should be updated at least every five years.

738 CERAMIC ARTS - Those communities where pottery classes are regularly offered will want an introductory book of pottery techniques.
- For larger libraries, Pottery in Alberta by Antonelli, and an identification work, such as Elisabeth Cameron's Encyclopedia of Pottery for users interested in tracing the history of heirloom pieces.

741 DRAWINGS AND DRAWING - K. Nicolaides The Natural Way to Draw is a good basic drawing book. Have one book on drawing cartoons, and a selection of popular cartoon

collections, including Peanuts collections and books by Canadian cartoonist Lynne Johnston.
- For larger libraries at least one book on perspective drawing, and several titles on drawing by subject, such as the nature drawing books by Jim Arnosky, e.g. Drawing Life in Motion.

745.1 DECORATIVE AND MINOR ARTS - ANTIQUES - Two or three general books on antiques, such as Ralph Kovel's Know Your Collectibles.
- For larger libraries, works like the Kovels' price guides, no more than five years old.

745.5 HANDICRAFTS - This is a large section in most small libraries. Since they do not date quickly, books in this section can be kept for a long time. However, fads in crafts will come and go. For instance, you may find that you can weed three of the four paper tole books you purchased three years ago to meet demand. A broad variety of crafts should be represented especially well-illustrated books on basic techniques for: crafts to do with children and Christmas crafts (745.5); leatherwork (745.53); making toys (745.592); candlemaking (745.593); calligraphy (745.6); stenciling (745.7); floral arrangements (745.92).
- For larger libraries, more titles on the above topics as well as one or two titles on other crafts like beading (745.58); giftwrapping (745.54); etc. Craft encyclopedias provide a good variety of techniques and patterns for many crafts. One is usually enough. Reader's Digest's Crafts and Hobbies is a good basic overview of handicrafts.

746.4 TEXTILE ARTS AND HANDICRAFTS - NEEDLEWORK - As in 745.5, this subject area dates slowly. All libraries should have one or two introductory titles on a variety of topics. Local demand, such as continuing education classes, may warrant the addition of extra titles. Inexpensive needlework magazines are helpful in meeting short-term demands. Reader's Digest's Complete Guide to Needlework is a good basic title for this area.

746.43 KNITTING, CROCHETING - One or two titles on each, or periodical subscriptions.

747 INTERIOR DECORATION - While current trends in interior design change, the basic principles of design remain the same. A basic introduction published within the last ten years, such as Better Homes and Gardens New Decorating Book, The New York Times Book of Interior Design and Decoration, or The Complete Book of Home Design, revised edition, by Mary Gilliatt should suffice.

- For larger libraries, more recent titles dealing with specific styles and trends in decorating, and decorating techniques for specific areas, such as children's rooms, bedrooms, etc.

751.4 PAINTING - PROCESSES AND FORMS - TECHNIQUES AND PROCEDURES
- One book each on watercolour, oil, and acrylic techniques. Arthur Guptill's Step-by-Step books are a good introduction.
- For larger libraries, up to a dozen or more titles depending on local interest.

759 PAINTING - HISTORICAL AND GEOGRAPHICAL TREATMENT - One book on the Group of Seven, e.g., Peter Mellen's Group of Seven, and a history of Canadian painting, such as Concise History of Canadian Painting by Dennis Reid.
- For larger libraries Spaces and Places: Eight Decades of Landscape Painting in Alberta, produced by the Alberta Art Foundation; biographical treatments of some better known painters, either individual or in collections; and/or a general history of painting.

769.56 POSTAGE STAMPS - While declining in popularity, stamp collecting still has its following in most communities, therefore an introductory book with procedures and a Canadian stamp catalogue not more than five years old such as Specialized Catalogue of Canadian Stamps, are useful.
- For larger libraries, the Scott's Standard Postage Stamp Catalogues are the recommended reference books in this area, but are expensive and date quickly.

770 PHOTOGRAPHY AND PHOTOGRAPHS - Books in this field date quickly, and should be discarded after ten years at the latest. Have an introductory manual on photographic techniques and at least one darkroom manual. Eastman Kodak's New Joy of Photography is a good basic handbook.
- For larger libraries, materials on caring for photographs, more advanced photographic techniques, and specific works on topics such as wildlife or travel photography, including works by Freeman Patterson and Tim Fitzharris.

780.9 MUSIC - HISTORY - The Concise Oxford Dictionary of Music by Michael Kennedy is a good reference for information on musicians, composers, and musical terms. A recent rock music guide such as Rolling Stone's Encyclopedia of Rock and Roll is also recommended.

783.6 SACRED MUSIC - SONGS - One or two collections of Christmas carols with music.

784 VOICE AND VOCAL MUSIC - Popular songbooks, such as the Reader's Digest series, will be well-used in any library. Alberta Sings, produced by the University of Alberta, is a useful compilation of frequent singsong requests.

786.3 KEYBOARD INSTRUMENTS AND THEIR MUSIC - Popular Piano Self-Taught by Win Stormen is a good title.

787 STRING INSTRUMENTS AND THEIR MUSIC - A beginner's guitar book and a few basic guitar songbooks. Requests for other musical instruments may be filled through interlibrary loan.

791.4 MOTION PICTURES, RADIO, TELEVISION - An overview of movies available on videocassette, published within two years. Consumers Union's Guide to Movies on Videocassette is a good example.
- Larger libraries may have demand for the Halliwell guides, including a recent edition of Halliwell's Filmgoer's Companion and Halliwell's Hundred: a Nostalgic Choice of Films from the Golden Age.

792 THEATER - A basic manual on acting, directing, and producing a play, and on stage makeup, e.g. Jean Dalrymple's Complete Handbook for Community Theatre: From Picking the Plays to Taking the Bows, and Stage Makeup by Herman Buchman.

792.8 BALLET - Stories of the ballets, e.g. George Balanchine's Balanchine's Complete Stories of the Great Ballets, especially if your community is close to centres where such ballets are presented.

793 INDOOR GAMES AND AMUSEMENTS - One book on magic tricks, and one on giving birthday parties.
- For larger libraries, more than one title for each.

794 INDOOR GAMES OF SKILL - Introductory book on chess.

795 GAMES OF CHANCE - Comprehensive rulebook for card games, such as Hoyle's Rules of Games, a basic title on card tricks, such as Scarne's Card Tricks by John Scarne, and a title on bridge such as Goren's Bridge Complete by Charles Goren.
- For larger libraries, more advanced books on bridge depending on local popularity of the game.

796 ATHLETIC AND OUTDOOR SPORTS AND GAMES - Manuals of rules and techniques for various sports do not date quickly, although rules sometimes change. Biographies of sports personalities do date, and should usually not be kept

longer than five years. Rules of the Game: the Complete Illustrated Encyclopedia of all the Sports of the World is a very useful compendium of rules and procedures for many sports and games, as is Rule Book by Group Diagram. Specific sports covered will vary from community to community. Those that are popular should be kept up to date. At least the following should be represented: Canadian football (796.33); golf (796.352); baseball, including slowpitch (796.357); athletic exercises and gymnastics, including weight training and the Olympic Games (796.4); outdoor life, including camping, hiking, backpacking, and climbing (796.5); cycling (796.6); combat sports, including martial arts (796.8); ice and snow sports, including figure skating, downhill and cross-country skiing, hockey, and curling (796.9).

797 AQUATIC AND AIR SPORTS - Include at least the following: boating, including canoeing (797.1), and swimming (797.2).

798 EQUESTRIAN SPORTS AND ANIMAL RACING - One title on horsemanship (798.2).

799 FISHING, HUNTING, SHOOTING - One or two titles each on fishing (799.1), and hunting (799.2).

800 LITERATURE

Many libraries have old editions of literary classics which have been donated over the years and are not used much. Such titles take up valuable shelf space, and if worth having, should be replaced with more recent editions, often available in paperback, which are more likely to circulate.

Particular emphasis in this subject area should be given to Canadian and Alberta authors.

The following should be considered:

803 LITERATURE - DICTIONARIES, ENCYCLOPEDIAS - For larger libraries, a one volume handbook like Benet's The Reader's Enyclopedia.

808 RHETORIC AND COLLECTIONS - A handbook on writing techniques such as William Strunk's The Elements of Style or John Hodges' The Harbrace College Handbook.
- For larger libraries, The Canadian Style published by Dundurn Press, or The Canadian Handbook of Grammar and Usage published by Gage, and information for would-be authors, through titles like The Canadian Writer's Guide or Eileen Goodman's The Canadian Writer's Market, published within the last three years.

808.5 RHETORIC OF SPEECH - An overview of speaking techniques, such as Jacqueline Dunckel's The Business Guide to Effective Speaking, and Mervyn Huston's Toasts to the Bride and How to Propose Them.

808.81 COLLECTIONS - POETRY - At least two or three assorted collections of poetry such as The Norton Anthology of Modern Poetry, or The Faber Book of Nonsense Verse.

808.88 COLLECTIONS OF MISCELLANEOUS WRITINGS - A Bartlett's Familiar Quotations, published within the last fifteen years.
- For larger libraries, an anthology of humorous stories and jokes for use by dinner speakers or masters of ceremonies. A good example is Herbert Prochnow's Toastmaster's Treasure Chest. Since jokes do date, keep recent within ten to fifteen years.

810 AMERICAN LITERATURE (includes U. S. and Canada) - At least one history of Canadian literature like The Oxford Companion to Canadian Literature, and a good history and overview of American literature, such as The Oxford Companion to American Literature if you can afford it.

- Larger libraries should have several volumes of Canadian literary history and criticism, preferably by well-known authors like Northrop Frye and George Woodcock, and Margaret Atwood's Survival.

811 AMERICAN POETRY (includes U. S. and Canada) - The Collected Poems of Robert Service, and one or two collections of American poetry such as The New Oxford Book of American Verse, as well as a selection of individual works by well-known American poets like Frost, Poe, Sandburg, Dickinson, Eliot, Whitman, and Longfellow.
- Smaller libraries should cover the wide range of Canadian poetry largely through collections and anthologies. The New Oxford Book of Canadian Verse in English, and The Penguin Book of Canadian Verse are good, fairly recent collections. Keep poetry books as long as they are in good condition and being used, but add well-reviewed new anthologies occasionally, in order to keep up with more recent poetry.
- Larger libraries should have a selection of individual titles by a variety of well-known Canadian and Alberta poets. Modern poets that should be represented include Margaret Atwood, Earle Birney, George Bowering, Robert Kroetsch, Irving Layton, Dennis Lee, Dorothy Livesay, Michael Ondaatje, E. J. Pratt, and George Woodcock.

812 AMERICAN DRAMA (includes U. S. and Canada) - Plan to fill most requests through interlibrary loan.

813 AMERICAN FICTION (includes U. S. and Canada) - Fiction may be classified in this number, but most libraries shelve fiction outside the Dewey Classification system.

813.09 AMERICAN FICTION - HISTORY AND CRITICISM (includes U. S. and Canada) - For larger libraries, an overview of Canadian fiction, such as A Reader's Guide to the Canadian Novel by John Moss.

817 AMERICAN SATIRE AND HUMOR (includes U. S. and Canada) - A selection of Canadian authors, including Stephen Leacock, Don Harron, Eric Nichol, Ben Wicks, and Mervyn Huston, and two or three recent titles by American Erma Bombeck. Keep Leacock, but discard the others when interest wanes, usually after five to ten years.

820 LITERATURE OF ENGLISH AND ANGLO-SAXON LANGUAGES - A one volume handbook or literary history such as The Oxford Companion to English Literature.

821 ENGLISH POETRY - Two or three anthologies of poetry to cover the major poets: the Brownings, Burns, Byron, Coleridge, Chaucer, Keats, Milton, Shelley, Tennyson, and

Yeats. The Norton and Oxford anthologies are reliable. Keep poetry collections that are being used until they wear out and then replace with newer editions.
- Larger libraries should have a selection of titles by individual poets.

822.3 ENGLISH DRAMA - SHAKESPEARE - A one volume edition of collected works will meet most needs.
- Larger libraries will need paperback editions of some of the more popular plays sometimes performed locally or shown on television.

880 LITERATURE OF HELLENIC LANGUAGES, CLASSICAL GREEK LITERATURE - Most small libraries will have little demand in the areas 830 to 870, and may fill requests through interlibrary loan.
- For larger libraries, a separate edition of Homer's Iliad and Odyssey may be needed.

900 GEOGRAPHY AND HISTORY

The 900s is always a heavily used section of the library. Because of the wide range of materials in this area, it can be difficult to determine what should be kept and what should be weeded. In general, try to keep up-to-date within ten years except in the case of known classics. Current general encyclopedias are invaluable in keeping up with this subject area.

The following should be considered:

909 GENERAL WORLD HISTORY - Many outlines of world history have been written over the years. Try to provide at least one written within the last ten years because of changing interpretations of historical events.

910 GENERAL GEOGRAPHY - TRAVEL - Books on sea disasters like the Titanic, and general titles on world travel. If you subscribe to National Geographic Magazine, be sure to send for the free indexes published annually.

910.4 ACCOUNTS OF TRAVEL - Travel journals are popular when new but lose popularity after a few years. Most can be discarded after five years, depending on use.

911 HISTORICAL GEOGRAPHY - Most libraries should have D. G. G. Kerr's Historical Atlas of Canada.

912 GRAPHIC REPRESENTATIONS OF SURFACE OF EARTH - At least one comprehensive atlas for reference and one atlas available for loan, published within the past five years. Try to have an up-to-date Canadian atlas available.
- Larger libraries will find a road atlas of North America popular.

914-919 GEOGRAPHY OF AND TRAVEL IN SPECIFIC CONTINENTS AND COUNTRIES - For use in trip planning and report writing, keep travel guides recent within five years. Newer editions may be borrowed on interlibrary loan. There are a number of good guides, including Frommers, Fielding, Fodor, and Berlitz. Geographical works like Farley Mowat's Sibir date less quickly and should be kept as long as in serviceable condition. Sunset's Travel series are attractive and inexpensive additions to travel collections.

914 EUROPE - A general guide to Europe such as Frommer's Europe on $30 a Day, as well as more specific guides to Britain and other popular European destinations.

915 ASIA - A general guide will be sufficient for most small libraries.
- For larger libraries, one or two titles on specific countries such as Japan, India, and China.

916 AFRICA - A general guide is needed.

917.1 NORTH AMERICA - CANADA - Keep well-known authors such as Farley Mowat, Pierre Berton, Grant MacEwan, James Gray, and Barry Broadfoot. Make available a range of titles on all provinces, and general titles like Ralph Krueger's Canada, a New Geography.
- For larger libraries, R. D. Lawrence's Canada's National Parks.

917.123 ALBERTA - Have available a variety of canoeing, cycling, and hiking guides, and guides to national and provincial parks. Among publishers to watch for are Hurtig, Lone Pine, and Western Producer Prairie Books.
- Larger libraries should have Eric Holmgren's Over 2000 Place Names in Alberta.

917.2 MEXICO - At least one travel guide published within the past five years.

917.29 WEST INDIES, CARIBBEAN - May be borrowed on interlibrary loan.
- Larger libraries should have at least one guide.

917.3 UNITED STATES - Travel guides as demand indicates. Likely to be most popular are titles on California, Arizona, and the Pacific Coast states.

918 SOUTH AMERICA - The South American Handbook will answer most needs.

919 OTHER PARTS OF WORLD AND EXTRATERRESTRIAL WORLDS - At least one recent guide to New Zealand (919.3), Australia (919.4), Hawaii (919.69), and Arctic islands and Antarctica (919.8). Travel in space is found in 919 and in 629.4.
- Larger libraries will need more of each.

920 BIOGRAPHY - Libraries shelve their biographies in a variety of locations. Wherever you keep them, they will be a popular collection. Keep up-to-date with the latest movie, political, and sports celebrity titles in paperback when possible, and discard when popularity wanes. Keep classics such as Anne Frank's Diary of a Young Girl and historical biographies by authors like Grant MacEwan and Hugh Dempsey as long as there is demand. Other

retrospective biographies may be borrowed on interlibrary loan. Encyclopedias are an excellent source for basic biographical information.

Collective biographies, especially those covering historical figures, can be kept as long as they are useful. Most Alberta libraries should have Ken Bolton's The Albertans, Carlotta Hacker's Book of Canadians and 100 Great Canadians by George Woodcock as well as titles by Grant MacEwan.

929 GENEALOGY, NAMES, INSIGNIA - Angus Baxter's In Search of Your Roots: a Guide for Canadians Seeking Their Ancestors is a basic title.
- Larger libraries should have Baxter's In Search of Your British and Irish Roots and In Search of Your European Roots.

929.4 PERSONAL NAMES - At least one recent book of baby names and their meanings.

929.6 HERALDRY - The Arms, Flags and Emblems of Canada.

930 GENERAL HISTORY OF ANCIENT WORLD TO CA. 499 - An overview of ancient history, such as The Oxford History of the Classical World.
- Larger libraries need individual titles on ancient Greece, Rome, and Egypt.

940.1 GENERAL HISTORY OF EUROPE - EARLY HISTORY TO 1453 - At least one title on early and medieval Europe.

940.3 WORLD WAR 1, 1914-1918 - A comprehensive overview of the war, published within the past ten years, Vimy by Pierre Berton, Legacy of Valor, and Spearhead to Victory by Daniel Dancocks.

940.53 WORLD WAR 2, 1939-1945 - At least one recent overview of the war. Several were published for the 50th anniversary of the outbreak of the war.

940.54 MILITARY HISTORY OF WORLD WAR 2 - Several titles on Canada at war, such as Farley Mowat's And No Birds Sang and books by Barry Broadfoot.
- Larger libraries should have books on various aspects of the war, such as the Holocaust, the Blitzkrieg, Hiroshima and the war in the Pacific, published within ten years.

941 BRITISH ISLES - A survey of history from early times to today, published within the past ten years, if possible. Most libraries need additional material on the Royal Family, which must be kept up-to-date.

Try to have available a survey of Western European history, or individual titles to cover: Central Europe, Germany (943); France (944); Italy (945); Spain (946); Union of Soviet Socialist Republics (947); and, Scandinavia (948).
- Larger libraries should have at least one title on the Vikings.

Because of ongoing changes, especially in Central Europe and the Soviet Union, these areas should be kept recent, preferably no older than five years. Keep up with current events with paperback editions.

950 ASIA - Historical surveys of China, India, and the Middle East, and more recent modern histories of China, the Middle East and Southeast Asia, especially Viet Nam.

960 AFRICA - Good general material is hard to find in this area. Up-to-date encyclopedias may be the best bet for small libraries. Have at least one title on South Africa and apartheid. Purchase new titles in paperback on the changing situation.

970.004 NORTH AMERICA - NATIVE RACES - Several titles on native tribes of North America, including The Indians of Canada by Diamond Jenness, Hugh Dempsey's Indian Tribes of Alberta, and books on the Inuit, the Plains Indians, etc., and individual biographies like Crowfoot: Chief of the Blackfeet by Hugh Dempsey.

971 CANADA - Several overviews of Canadian history, such as W. L. Morton's classic The Kingdom of Canada and newer titles like Desmond Morton's A Short History of Canada and R. Craig Brown's The Illustrated History of Canada. Also popularized titles such as Pierre Berton's My Country and Wild Frontier.

All libraries should have information on various periods of Canadian history, including: early history to 1763 (971.01); early British rule, 1763-1791 (971.02); period of separate colonies, 1791-1841 (971.03); growth of responsible government, 1841-1867 (971.04); Dominion of Canada during period 1867-1911 (971.05); 20th century 1911- (971.06). Include authors like Pierre Berton, Farley Mowat, Barry Broadfoot, Peter C. Newman. Purchase popular recent titles in paperback, and discard most popularized accounts, such as books by Alan Fotheringham and Don Harron, after five years or when demand wanes.
- Larger libraries should have available memoirs or biographies of important political figures.

971.23 HISTORY OF ALBERTA - A History of Alberta by James C. MacGregor, and titles by Grant MacEwan and Hugh Dempsey. All libraries should have, and keep indefinitely, local histories for towns and districts in their area.
- For larger libraries, at least one or two titles each on the history of Edmonton and Calgary, and other titles by authors like Max Foran, Tony Cashman, and James C. MacGregor.

972 MEXICO - At least one book about the Aztecs and Mayas.

973 UNITED STATES - A survey of U. S. history published within ten years and one or two titles on American politics, in paperback when possible. Discard the latter when interest slows.
- For larger libraries titles on specific events such as the Revolutionary War and the Civil War as demand warrants.

980 SOUTH AMERICA - At least one book on the Incas.
- For larger libraries a survey of history would be useful, such as The Cambridge Encyclopedia of Latin America and the Caribbean.

993 NEW ZEALAND - Larger libraries may want an overview history of New Zealand.

994 AUSTRALIA - Larger libraries may want an overview history of Australia.